

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

August 10, 2007

SUBJECT: DEPARTMENT MANUAL SECTION 4/734 - CONFIDENTIAL
INFORMANT TRACKING SYSTEM DATABASE - REVISED

PURPOSE: This Order revises Department Manual Section 4/734.

PROCEDURE: Department Manual Section 4/734, under the Officer's Responsibility section, the exception should read:

Exception: Occasionally, exigent circumstances dictate the necessity of using an informant prior to obtaining written approval. Exigent circumstances exist when a delay in acting upon the information would jeopardize the investigation of a serious crime. In such cases, the managing officer shall request verbal approval from his/her commanding officer, who will contact the Commanding Officer, Narcotics Division (ND), for final approval. The Real-Time Analysis and Critical Response Division (RACR) can assist in contacting the Commanding Officer, ND.

Verbal approval shall be documented in the Exceptional Handling Report of the confidential informant package. Additionally, if an emergency request is made and approved, and regardless if the informant is to be used in the future, or if the information is acted upon, an informant package shall be completed and hand delivered to the Commanding Officer, ND, by the managing officer's next working day, or at the specific time and location as directed by the Commanding Officer, ND, at the time of the verbal approval.

All other text in Manual Section 4/734 shall remain unchanged.

AMENDMENTS: This Order amends Department Manual Section 4/734.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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